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Old ideas about work are changing.

ADVERTISING DOCUMENT
COLLECTION

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Alternatives to traditional working hours.
The Commonwealth of Massachusetts.

Introducing Altern

Part-time.

Less than full week's schedule.
At least $18\frac{3}{4}$ or 20 hours per week.

Job-sharing.

Two or more part-time workers divide duties of one job.

Flextime.

Variable arrival and departure times with a fixed number of required hours.

Alternative Work Options:

Staggered hours.

Fixed arrival and departure times that differ from the usual pattern.

Intermittent.

Full- or part-time work for less than 50% of full year's hours.

Seasonal.

Temporary full- or part-time work.



Nicole Payne
Manager of Alternative Work
Options, Dept. of Personnel
Administration

New ways

Alternative work options have been available to state employees since 1974, when Chapter 500 was passed. Non-traditional working hours depend on trust between agency managers and employees. The result is frequently greater productivity and a more enjoyable work climate.



*Fredi Shonkoff/
Mary Ann Albert*
Directors of Client Services Unit
Executive Office of Human Services

"Job-sharing affords us the opportunity to combine a professional career with family responsibilities and one of us is always available to serve our clients."

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Part-time.

State employees who work at least half-time ($18\frac{3}{4}$ or 20 hours per week) receive the same health and life insurance benefits as full-time employees and the same consideration for promotions and raises. Vacation, sick, and personal leave days are pro-rated.

Job-sharing.

Two or more employees may share the hours and/or duties of a single full-time position. For example, John may work the first half of a week, Mary the second half. Job-sharing is a particularly attractive option for women re-entering the job market and for agencies seeking workers for stressful or difficult-to-fill positions.

Flextime.

Under flextime, managers, unions, and workers agree to a program in which employees set their own arrival and departure times, with the understanding that workers will meet all required responsibilities.

Flextime workers arrive on the job any time between, say, 7:30 and 10:00 a.m., and leave any time between 3:30 and 6:30 p.m. They may vary their schedules daily or weekly, but they *must* work $37\frac{1}{2}$ or, in some cases, 40 hours per week.

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Staggered hours.

Employees choose to work a *fixed* schedule where the arrival and departure time is set, but at other than traditional hours. For example, Tom arrives at 8:00 a.m. and leaves at 4:15 p.m., Lucy works 8:30 to 4:45, Betty 9:00 to 5:15.

Employees on a staggered hours schedule *must* arrive by the pre-arranged time and cannot make up a late arrival by staying late at the end of the day.

Intermittent & Seasonal.

Intermittent employees work less than 50% of a full calendar year's hours. Schedules are based on the worker's availability and the agency's needs.

Seasonal employees are hired for a designated period of time, either full- or part-time. Typical jobs are lifeguards, skating rink attendants, and park employees.



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Julianne Ture
Secretary
Dept. of Environmental Quality Engineering

"By coming in at 7:30 each morning I can always get a seat on the T. I arrive relaxed and ready to work, thanks to flextime."



Employees of the Massachusetts Commission for the Blind, all of whom work on a flextime schedule.

Paul Mullen, Housing Specialist, says that flextime allows for more free time in the evenings.

Rich Maley, an Area Supervisor, leaves at 3:30 each day to take care of the family while his wife works.

Larry Rhodes, a clerk/typist, is a part-time student, and enjoys flextime as it allows him to attend late afternoon college classes.

Alternative work options benefit managers, workers and the public.

Giving state employees more control over their hours of work produces a number of benefits.

Studies for the Commonwealth and other public sector employers indicate that alternative work schedules improve worker morale and productivity and reduce absenteeism and tardiness.

At the same time, the cost of non-traditional work options to the Commonwealth is negligible.

Non-conventional hours allow agencies to serve the public better, by offering service outside the standard 8:45 a.m. to 5:00 p.m. workday.

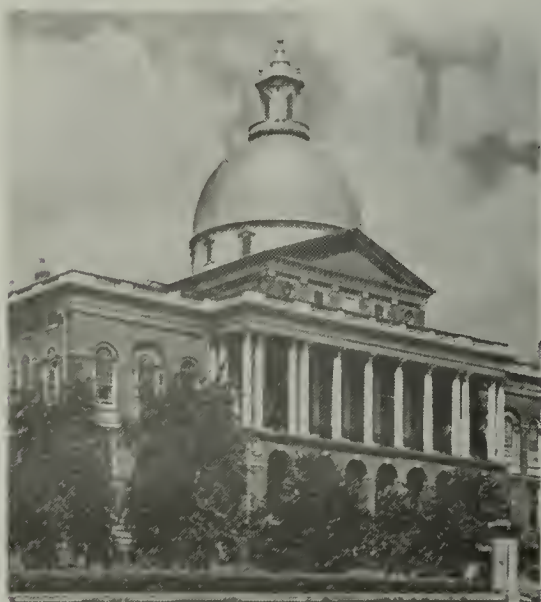
The opportunity for state workers to set their own hours improves the recruitment of those attracted to the private sector by higher wages.

The Commonwealth gains access to skilled and valuable employees not normally available — such as women with young children, as well as disabled and older people.

For further information on alternative work options, employees and managers are encouraged to contact:

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